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ORD-3479-67

12 June 67

MEMORANDUM FOR: Director of Personnel

THROUGH : ORD Special Administrative Panel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Request for Quality Step Increase

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1. [REDACTED] has been on duty with the Administrative Staff of Office of Research and Development for approximately 18 months. During this period, the staff has expanded from a ceiling of four to a ceiling of 11 with a commensurate increase in the staff workload. New procedures and new requirements, generated by the increase in staff and relocation of ORD to the Rosslyn area, has increased tremendously the workload and the responsibilities for [REDACTED] to which she has responded in an exemplary manner.

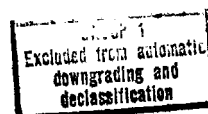
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2. At present she is functioning in an Administrative Assistant/Office Manager type situation, supervising the clerical staff of the Administrative Office and supervising, administratively, Registry personnel. [REDACTED] is also Recording Secretary for ORD Career Service Panel, Assistant Personnel Officer, Assistant Training Officer, and Assistant Top Secret Control Officer.

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3. Her experience has been an invaluable asset to the Administrative Office. Devotion to her work and loyalty to the office characterize her performance. She has worked many hours of uncompensated overtime in order to complete work to meet her standards.

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4. It is therefore recommended that [REDACTED] be granted a quality step increase in recognition of truly meritorious service.

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[REDACTED]
Acting Director
of
Research and Development

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